

Internal/External
STATE OF MONTANA JOB VACANCY

Department of Corrections/MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
An Equal Opportunity Employer

July 1, 2008

Job Title:	General Maintenance Supervisor	Position No.:	39336
Division:	Montana State Prison	Pay Band:	4
Location:	Deer Lodge	Bargaining Unit:	005, MFSPE
Status:	Permanent, Full-Time	Supplement:	Yes, Authorization to Release
Salary:	\$12.541 New to State Government – \$15.561 /hr DOE	Hours:	8:00 a.m. – 4:00 p.m. RDO's to be determined

Application Deadline: Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Human Resources
600 Conley Lake Road
Deer Lodge, MT 59722

fax: (406)846-2950

email: whislop@mt.gov

No later than 5:00 p.m., July 18, 2008

Application materials are available on the web at www.mt.gov.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

Typical Duties: Communicates with the Maintenance Management Team as to maintenance/construction work, on maintenance issues, and to the priorities assigned to the work orders so that all agreements and compliances are understood. Plans all work assigned to this position. Performs all assigned maintenance jobs within the institution, the Ranch and Montana Correctional Enterprises and Montana State Prison controlled property and completes all assigned work in a timely manner. Operates and maintains all necessary equipment using safe operating techniques. Performs assigned preventative maintenance requirements on equipment, buildings and vehicles. Performs all work in a safe and proper manner following established policies, general safety rules and safe operating procedures. Is responsible for the supervision & training of an inmate workforce. Selects, evaluates, disciplines when required, an inmate work force to ensure compliance with the policies and procedures as outlined in the manuals held and updated by Montana State Prison. Performs firefighting responsibilities to suppress & contain any fires which threaten the safety and security of MSP by practicing good fire fighting techniques. Will perform damage control responsibilities, as directed by the Maintenance Management team, to assess damages and reporting all damages and suggestive corrective actions to the Maintenance Management Team for appropriate actions.

Qualifications: Must have a thorough knowledge of the building trades, working knowledge of standards, methods, practices, tools and materials used in the electronic maintenance field. Must have a thorough knowledge of safe working procedures, supervisory techniques to be utilized in inmate supervision. Must be skilled in the maintenance and repair of electronic equipment. Must be able to adapt personal skills to those used within a prison system. Must possess a valid Montana State Drivers license. Behavioral competencies required include: Communication: communicates effectively orally and in writing; proactively informs and resolves problems/issues; and through effective communication with co-workers and supervisors, limit rumors and create an effective team network. Supervisory Skill and Leadership: Provides effective supervision, during the working of an inmate crew. Decision Making Ability: Make quick accurate decisions regarding problems and take a reasonable approach to solve these problems. Commitment/Responsibility: Sees what needs to be done and takes initiative to do it; follows through; is accountable for accuracy of work produced; acts with initiative, exercise good judgment; handles multiple jobs and tasks simultaneously without jeopardizing quality.

Education & Experience: The above qualifications are typically acquired through graduation from a high school and 2 years of related experience. Must be able to obtain a Montana Stationary Engineer's license within one year of hire. Must possess a valid Montana State Drivers license.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you

need any such accommodation, contact the Personnel Office at (406) 846-1320.

Equal Employment Opportunity Employer: This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process:

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ** HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: This position is classified at a band 4 on the State of Montana broadband pay plan. The salary is \$12.54 - \$15.56/hr depending upon experience. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

**MONTANA DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____

(Please print or type)

Other Names Used: _____

Social Security Number: _____ Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect, or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related only to the hiring decision of the position for which I have applied.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

____ No ____ Yes Date _____ Jurisdiction _____

APPLICANT'S SIGNATURE DATE _____